

STUDENT ACTIVITIES & ATHLETICS

AASBO LSFM November 23
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Jasper City Schools

Can we make it easier on our
“customers” – students, parents, fans?



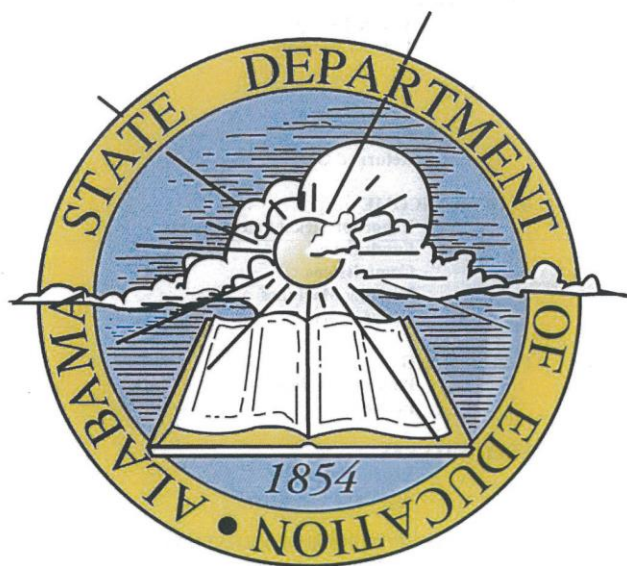
Financial Procedures for Local Schools



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AASOP CONFERENCE - JUNE 2010**

↳ <https://www.alsde.edu/sec/leafa/Local%20Schools/SDE%20Presentation%20Financial%20Procedures%20for%20Local%20Finances.pdf#search=school%20fees>

**FINANCIAL PROCEDURES
FOR
LOCAL SCHOOLS**



ALABAMA DEPARTMENT OF EDUCATION

APPROVED JUNE 10, 2010



Nextgen 32-digit account codes!

A large, hand-drawn speech bubble with a thick black outline. Inside the bubble, the word "NO!" is written in a bold, red, sans-serif font. The exclamation mark is prominent and has a small dot. The speech bubble is set against a light gray background.

Fund 12 = Public Funds
Fund 32 = Nonpublic (Private) Funds

In all activities, one of the most important items is to correctly record revenues and expenses as either public or nonpublic.

This sounds so simple.

STUDENT AND
CLUBS
ORGANIZATIONS

Student Organizations

- ↳ Operated by the student officers, members, and faculty sponsor.
- ↳ Income is recorded by receipts and funds are deposited in the school bank account.
- ↳ Principal approves purchase orders, signs, checks, and is responsible for maintaining the financial records for student organizations.

Student Organizations

- └ Organizations are organized in your accounting records by a 4-digit activity code – the first four digits in your endless string of numbers.
- └ Fundraisers must be pre-approved by the principal and/or superintendent, signified by signed fundraiser approval form kept on file.
- └ One organization may have both public and nonpublic funds - Nextgen will allow you to choose one or both for each activity code.

Which is it??????



Public Funds

- └ Funds received from public (tax) sources.
- └ Funds received from non-tax sources but used for public purposes.
- └ Any funds subject to the direct control of the school principal.
- └ Your Fund 12 is used for public funds.

Non-Public Funds

- └ Funds NOT received from public (tax) sources.
- └ Funds NOT used for public purpose
- └ Subject to the intent and authorization of the organization's members, officers, and sponsors and not used for general operations of the school
- └ The Principal does NOT direct the use of these funds.
- └ Your Fund 32 is used for non-public funds.

What are Fiduciary Funds?

- ✧ By definition, the word fiduciary means “trust”. Fiduciary funds are simply monies being held for someone else.
- ✧ For us, this means your Fund 32 is a Fiduciary Expendable Trust Fund. Big words - simply means that you are holding money for someone else.
- ✧ The “someone else” is the student members of the activity or organization in Fund 32. These funds are all Non-Public.

This makes sense because we are holding these on behalf of the students of the organization. The funds are expended at the discretion of the organizations’ members.

And on this note, be sure the organization has minutes from a meeting to show their motion and approval of an expenditure.

So, let's look at some everyday school revenues
and determine if they are
public or nonpublic.....

Admission fee charged to public to
see a Drama department
presentation?

Public!!!!

Fee charged to
members of Spanish
Club for fieldtrip to
local Hispanic grocery
store.

Nonpublic!!!!

Chess Club Membership Fees?

Nonpublic!!!!

Fundraising revenue - Public or Nonpublic?

YES!!!!

Gift wrapping sales by
elementary
students/personnel to
general public.
Public or Nonpublic?

Public!

Receipt of solicited
donation for high
school weight room.
Public or Nonpublic?

Nonpublic!

Some items can be either public or nonpublic.

It's important to look at each instance to help determine.

Correct coding of fundraising revenues depends on the group and the setting.

Nonpublic funds are always preferred due to the more flexible regulations on spending.

Be sure of your decision to record receipts as public, because

Public funds CANNOT be transferred to non-public accounts!!

Cash Receipts / Receipting Funds

Frontline Receipts

- ↳ Receipts are always issued when money is received.
- ↳ All funds collected must be receipted.
- ↳ Receipts should include the following:
 - ↳ 1. Name of individual from whom cash is received.
 - ↳ 2. Name of the organization for which the cash is collected and/or purpose for which the cash is collected.

Cash Receipts / Receipting Funds

Teacher Receipts

- ⌞ Teacher receipt books are key in accurately recording activity revenues.
- ⌞ Provide a separate receipt book to the teacher/sponsor for each separate activity.
- ⌞ Teachers must completely fill out each receipt, including name, date, amount, specific purpose of funds collected, and teacher signature.

Cash Receipts / Receipting Funds

Master Receipts

- ↳ A Master Receipt should contain the following information:
 - ↳ The sequential numbers of the teacher receipt book, alternate receipt form, or report of ticket sales form.
 - ↳ The name of the individual delivering the funds to you.
 - ↳ The amount of the funds received.
 - ↳ Identify the school activity account and revenue code, (Activity Code-Class-Function), i.e. 2010-4-7430 (Public Donations)
 - ↳ Date
 - ↳ Original signature

Student Activity Purchases

- ✧ A completed purchase order, with a purchase order number, should be approved and issued by the Principal PRIOR to the purchase of materials, supplies, or equipment.
- ✧ All obligations of the school must be paid by a school check or approved card payment.

Student Activity Purchases

- Person receiving items should sign and date the invoice/receiving slip to signify approval for payment.
- Sales tax should not be paid on purchases. You can easily email your sales tax exemption form to a vendor.
- Direct your staff on the disallowance of using the school's sales tax exemption for personal purchases.

Athletics



Public or Nonpublic?

Similar to Student Activities, each sport will likely have both public and nonpublic transactions, and will require close monitoring to be sure each transaction is recorded properly.

Spirit Pack

- ⌞ Basically a fee to play.
- ⌞ Typically covers items related to the sport: shoes, T-shirt, practice uniform, warm-up jacket, etc.
- ⌞ Fees are not voted on by the team members, therefore these fees are considered to be public revenues.
- ⌞ No student can be excluded from the team due to failure to pay for the items.
- ⌞ These funds are to be receipted by the coach, turned in to the school bookkeeper with the designation of “spirit pack”, and recorded as public Accommodation revenue for that sport.

Ticket Sales

- ⌞ Change cash should be issued for each event.
- ⌞ Pre-numbered tickets must be sold at all athletic/school events where admission is charged.
- ⌞ Tickets sold for different amounts for the same event should be different number series in order to account for funds at varying ticket prices.
- ⌞ The Report on Sale of Tickets form issues to each individual selling tickets must be completed, signed, and turned in to the school administrator. Completion of the form includes the recording of the beginning and ending ticket numbers showing the tickets issued and the tickets not sold.

Ticket Sales

- ⌵ The bookkeeper shall verify the accuracy of the Report on Sale of Tickets form and reconcile any differences.
- ⌵ Cash collected for athletic school events may not be used to cash checks for any reason.
- ⌵ A Master Receipt should be issued to the individual for the cash collected from the ticket sales after funds collected are verified.
- ⌵ A separate Master Receipt should be issued to the change cash.

Pay-to-park =
public * revenues

* probably

Concession sales =
public * revenues

* probably



Public/Nonpublic?

- ✧ Parking Revenue and Concessions Sales both public.
- ✧ However, student organization/booster club may assume responsibility and choose to “rent” the area from the school.
- ✧ Paying a nominal “rental” fee allows the area to temporarily be considered nonpublic, allowing the fees and sales collected to be nonpublic.

Athletic “cliff notes”:

	<u>Public</u>	<u>Non-Public</u>
Meals - Pregame	X	
Meals – Practice		X
Championship Rings		X
Uniforms	X	
Team Travel	X	
Awards – Sr Night	X	
Awards – Position		X

Don't comingle!



Credit Card Sales



AHSAA Digital Ticketing



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